

**LE RÉGENT COLLEGE**

**TEACHER OF MATHEMATICS**

**JOB DESCRIPTION**

‘The College aims at producing well-rounded, internationally-minded young men and women, through a rigorous approach to teaching and learning’.

The four School Principles are:

**COURTESY, COMPASSION, CREATIVITY AND COURAGE**

Le Régent College is a British International School situated in the Swiss Alps and has been open since 2015 in brand new facilities. The College welcomes boarding and day pupils from the age of 4 to 18. The UK syllabus is taught to Years 1-11, leading to IGSCEs, followed by the International Baccalaureate (IB) syllabus in the last two years of secondary school. We are an IB World School and will be starting to teach the IB Diploma Programme in September 2018. The first cohort of students will complete (I)GCSE examinations in the summer of 2018 and the IB Diploma in the summer of 2020.

The subject teacher is responsible to the Head of Department, Director of Studies and the Head Master.

**AREA OF RESPONSIBILITY: MATHEMATICS**

IBDP Maths Studies and (I)GCSE Mathematics as well as Maths in the Junior and Senior School from Year 6 upwards. There is the possibility of teaching (I)GCSE Computer Science for an experienced teacher.

**MAIN PURPOSE OF THE JOB**

* To carry out the professional duties of a teacher as circumstances may require and in accordance with the school’s policies.
* To facilitate learning by establishing a relationship with pupils and creating an effective learning environment
* To work as part of a departmental team, reviewing and developing the curriculum and producing resources to support learning for the full ability range, and to attend regular departmental meetings
* To assist the Head of Mathematics in meeting the (I)GCSE and IBDP examination syllabus and ensure all students are thoroughly prepared for public examinations
* To foster the appropriate personal skills and qualities which enable the development of the child
* To link pupils’ knowledge to earlier learning and encourage further development, challenging and inspiring pupils’ continual learning

**TEACHING AND MANAGING PUPIL LEARNING**

* Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, and the best use is made of teaching time.
* Use teaching methods which keep pupils engaged, including effective questioning and response, clear presentation and good use of resources.
* To develop schemes of work and assessment procedures to ensure a consistent approach to teaching and learning with the department.
* To set prep in accordance with the prep timetable.
* To ensure that lessons take into account the full range of ability of the students in classes taught and to make appropriate use of information and support from the Learning Enrichment and, or EAL department.
* To monitor the progress of individual students using the school’s tracking systems.
* To analyse strengths and learning needs and to agree learning targets with students and parents
* To provide students with regular and constructive feedback on their progress through discussion and the marking of work.
* Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching.
* Monitor the production of internal assessment in the IB programme.
* Advise on revision programmes at exam times.
* Send work to pupils who are absent for long periods of time and support them on return.
* Be aware of pupils with special needs and prepare lessons accordingly.

**PLANNING AND ASSESSMENT**

* Identify clear teaching and learning objectives appropriate to the subject matter and the pupils.
* Set appropriate and demanding expectations for the pupil’s learning, including the setting of clear targets.
* Assess how well learning objectives have been achieved and use this assessment for future teaching.
* Mark and monitor pupil’s work promptly, providing constructive oral and written feedback, setting targets for pupil’s progress.
* Write constructive reports that focus firstly on the positive and then on the weaker elements of pupil’s work.

**MANAGING OWN PERFORMANCE AND DEVELOPMENT**

* Understand the need to keep up to date with research and developments in teaching and assessment.
* Understand professional responsibility in relation to school policies and practices.
* Set a good example to the pupils that you teach in presentation and personal conduct.
* Attend staff INSET as required and liaise with the Director of Studies regarding CPD.
* Participate in the school’s Professional Development Review system.

**PASTORAL**

* Support pupils’ personal development and address pastoral issues as they arise, involving as appropriate House Parents, class teacher, tutors, senior staff and parents.
* Encourage pupils to participate in extra-curricular activities where appropriate for your subject.
* Be a class teacher or tutor as required by the school.

**OTHER RESPONSIBILITIES**

* Attend staff and department meetings and perform supervisory duties ad reasonable required.
* Attend Parent Teacher meetings as required.
* Organise and contribute to the extra-curricular programme of the school, including weekend activities.
* Maintain classroom displays as part of the learning environment.
* Do an evening duty in the boarding house
* Be a role model of the four school principles
* Help in the promotion of the school in the local area.
* Undertake such duties as may be reasonably required, having regard to the terms and spirit of the Contract of Employment.

This job specification is not definitive and is likely to evolve as the post holder develops their particular professional strengths both with the Junior School and the College.

**TERMS AND CONDITIONS**

* The College has its own salary scale
* Entitlement for staff children to a free day place at Le Régent College
* Meals in school
* Pension scheme